

Communications Committee

The purpose of the Communications Committee is to manage publicity and public relations for the club. The Committee's goals include: 1) Raising public awareness of Friendship Force International as well as the CR/IC Friendship Force Club, 2) Making the media aware of our club, 3) Making contacts at other organizations to make presentations and distribute brochures, 4) Communicating with our international organization about world-wide affairs of interest.

Historian

The Historian is appointed by the President/Board of Directors. This person maintains scrapbooks and pictures from events of the chapter including, but not limited to, incoming and outgoing exchanges, meetings and social events.

It is helpful for the Historian to take pictures and/or request labeled pictures from others for events which he or she is not in attendance. The history has been kept since the beginning of the chapter and the existing albums can be used as a model for continuing to record the activities of the chapter.

Membership Chair

Duties of the Membership Chair shall include:

- Maintain current membership list
- Record collection of membership dues
- Complete and submit annual Club Officer List and Club Charter Renewal
- Submit order for *Friendship* subscriptions for club members
- Submit orders for member name badges
- Work with club Treasurer on any remittances related to the items above
- Provide membership report at all club meetings

New Member Mentor

The New Member Mentor will be responsible for ensuring that new members are oriented to Friendship Force International. To accomplish this two workshops per year will be planned.

At the workshops, each new member is given a packet of material. The material includes a welcome to Cedar Rapids/Iowa City Friendship Force, a Board of Directors list, an activities schedule, definitions of Friendship Force terms, i.e. ED, LEO, Open World and Iris. Also included is a brief history of Friendship Force, who we are, our mission statement, vision, values, slogan and tagline. The bylaws of the Cedar Rapids/Iowa City Friendship Force are in the packet, too.

All of the materials are discussed. The workshop is informal, allowing plenty of time for questions and sharing experiences related to hosting and traveling (both incoming and outgoing.) With the official slogan of "Changing the Way You See the World," emphasis is placed on the home experience and living with someone from a different culture, rather than hotel-type touring.